



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement Number: USUN-0284

Position Title: Special Adviser

Office and Location: Political Affairs Section

Series and Grade: GG-130-14

Salary Range: \$109,022 -141,726

Promotion Potential: None

Opening Date: 08/18/10

Closing Date: 08/23/10

Supervisory: No

Security Clearance: If selected must be able to obtain and maintain Top Secret Security Clearance

Relocation Expenses: will not be paid.

Area of Consideration: ALL SOURCES

Comments: (1) *This is an Excepted Service Position. * Time-Limited NTE 2 yrs*

(2) *Incumbent will be subject to random drug testing. (3) You must be U.S. citizen to qualify for this position.*

DUTIES: This position serves as the lead action officer on multilateral sanctions policy at the UN for the U.S. Mission to the United Nations (USUN). The Political Section of the USUN is charged with assisting the U.S. Representative to the UN and other USUN Ambassadors in order to advance national interest at the United Nations (UN).

The selectee will provide expert political advice, coordinate policy with other policy-makers, negotiate draft resolutions and other UN documents, liaison with UN officials and report on development. He/she will represent the United States Government (USG) on the UN Security Council Sanctions Committees and implement U.S. policy regarding the relevant UN sanctions regimes. Duties include, but are not limited to:

- Representing the U.S. at all meetings of the Security Council Sanctions Committees.
- Tracking and coordinating US participation within the various committees.
- Recommending and upon advice taking official U.S. actions within the Committees.
- Working with UN Secretariat officials to promote efficient and effective cooperation in promulgating US sanctions policy.
- Analyzing advice supplied by the Mission's Sanctions Unit staff.
- Consulting within the Mission and with foreign missions to formulate action recommendations for the Department's consideration.
- Preparing briefing material and other relevant documents in support of the U.S. Perm Rep. for relevant Security Council meetings and consultations.
- Collaborating within the USG on Security Council resolution and statement drafting.

QUALIFICATIONS: Applicants must meet the required qualification requirements, including education and any selective factors described below by the closing date of this announcement.

Education may only be substituted in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualification. Applicants can verify accreditation at the following website: <http://www/ed/gov>, when specified.

BASIC REQUIREMENTS: Have a bachelor's or graduate degree from an accredited college or university in international law, international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities.

OR

Have a bachelor's or graduate degree from an accredited college or university that included a combination of courses, with at least 24 semester hours in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities;

OR

Have 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods;

OR

Have a combination of education and experience where your course work was equivalent to a major, or a combination of related courses totaling at least 24 semester hours, (as shown above), PLUS appropriate relevant experience OR additional education.

OR

Have completed at least 4 years of appropriate experience in one OR more of the fields listed above in work associated with international organizations, problems, or other aspects of foreign affairs. (NOTE: qualifying work experience may have been gained through residence, study, teaching, business or commercial activities, military service, newspaper work, military or civil government activities, missionary or international relief work, or other experience in foreign countries).

IN ADDITION to the basic requirements, applicants must also possess one year of specialized experience equivalent to the GG-13 grade level, which provided the applicant with the particular knowledge, skills and abilities necessary to perform the work of the position. Qualifying specialized experience will demonstrate:

- Knowledge and understanding of current U.S. policy objectives .
- Knowledge of Sanctions committee policies, procedures, and guidelines.
- Ability to provide advice, guidance, and consultation to officials with regard to the interpretation and application of analyses.
- Ability to establish and maintain liaison at all levels.

NOTE: All applicants MUST submit transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you WILL lose consideration for this position.

HOW YOU WILL BE EVALUATED:

MANDATORY SUBMISSION OF RANKING FACTORS (KSAs) - PLEASE NOTE THAT FAILURE TO ADDRESS THE KSA'S WILL RESULT IN YOUR APPLICATION BEING DETERMINED AS INCOMPLETE AND WILL NOT BE CONSIDERED:

A separate narrative statement that concisely addresses each of the knowledge, skills, and abilities referenced under the section "**RANKING FACTORS**" (KSA (knowledge, skills & abilities)). Make sure that you reference the specific KSA listed on this announcement. If other KSA's are cited, the application will be considered incomplete. Include work experience, education, and training that clearly demonstrates how well you possess each element.

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, experience, training, awards and supervisory appraisal indicate they possess the knowledge, skills, and abilities described below.

1. Knowledge of political science, international relations, economics, history and geography applied in analyzing and evaluating factors involved in the administration of U.S. foreign policy.

2. Ability to interact with individuals at all levels to elicit and exchange information and to promote U.S. Foreign policy objectives.
3. Skill in written communication to prepare and present analyses, and solicit information.

If you are a current Federal employee or a reinstatement eligible, you must submit a copy of SF-50, Notification of Personnel Action to document your highest annual salary and your personal status (tenure)..

COMPLETE APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit a current performance appraisal** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible **must submit** proof of eligibility.
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. For maximum consideration all applicants **should** submit information that addresses the ranking factors on the front of this announcement.
6. For an electronic copy of this vacancy announcement and OF-612 Federal Application, see the U.S. Mission to the UN Web Site at <http://www.un.int/usa>.

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/PER BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.

WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 140 East 45 Street, New York, NY 10017, Attn: Human Resources Unit, Room-1229
e-mail address: [mantzarisc@state.gov](mailto:mantzaris@state.gov), Fax 212-415-4393. For questions about this job: Charlotte Mantzaris , 212-415-4256.

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask